

DATE OF REQUEST:

NVLAP LAB CODE:

ELECTROMAGNETIC COMPATIBILITY AND TELECOMMUNICATIONS ADDENDUM TO APPLICATION FORM

LABORATORY SCOPE EXPANSION REQUEST (including updated revisions of standards)

Instructions: Please provide the following information for this request and submit the completed form to NVLAP.

1. A prose justification of why the lab considers this scope expansion justified.
2. Do any of these standards require the lab to perform on-site testing, and if yes, does your present scope of accreditation and management system include on-site testing?
3. Do any of these standards require you to subcontract services or to lease test equipment? If yes, please provide a list that identifies the services and the equipment, as appropriate.
4. Is your staff trained for these test methods? If appropriate, please provide an updated staff competency matrix and/or training records.
5. Do you need any outside consultants in order to provide these new test services? If yes, who are these consultants and what services do they provide? Were these consultants available and present at the last NVLAP assessment?
6. Please copy the Title Page of each standard or revision of the standard that you are requesting to be included on your proposed scope of accreditation.
7. What time expectations do you have, if any, on when this scope expansion request should be considered and acted upon?
8. Please update the following table with the new standards and/or revisions (repeat as necessary):

NVLAP Test Method Code (if known)	Name of Proposed Standard or Revision	Identify Trained Staff	Added Equipment Identifier	Test Procedure Identifier	Actual or Sample Test Report Identifier

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NVLAP may request additional items in order to perform the initial review of your scope expansion.

After submission of these documents the assessor or NVLAP staff will contact you. NVLAP may request one or more of the following items:

- Additional information including test reports and test procedure documents that may have been issued or need to be created.
- The original standard(s) for review.

The NVLAP response may result in one of the following outcomes:

- An off-site document review and information review (a teleconference may be necessary), which is performed either by a NVLAP assessor or NVLAP staff, as appropriate. The result of the off-site document review may be that an on-site assessment visit is required (at the applicant laboratory's cost).
- An interim on-site assessment by a NVLAP Assessor (at the applicant laboratory's cost).
- Tentative scope expansion approval based on the review of the information that you have already provided.
- Rejection or modification of the scope expansion request.

If you have any questions please contact the NVLAP ECT Program Manager (Kurt.Fischer@nist.gov, 301-975-6061) or the assessor for further information.